12

Move-In/Move-Out Query

TRACS Internet Applications now provides the ability to generate a query and produce a Move-In/Move-Out Report. The Move-In/Move-Out Report provides a comprehensive list of all move-ins and move-outs for a specified project or contract. Requested by either *Contract Number* or *Project Number,* and by specifying a date range, this report lists all turnover activity by contract and unit number.

The Move-In/Move-Out Query can be selected from the TRACS Main Menu.

From the **TRACS Move-In/Move-Out Query** screen, click on the TRACS Menu link in the blue side bar to return to the TRACS Main Menu.

From the **TRACS Move-In/Move-Out Query** screen, the displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- View a list of all move-ins and move-outs
- View query data from browser
- Download and print a Move-In/Move-Out Report

12.1   To generate a Move-In/Move-Out Query:

1. From the TRACS Main Menu, click on the <u>Move-In/Move-Out Query</u> link, and the **TRACS Move-In/Move-Out Query** screen (Figure 1) displays.
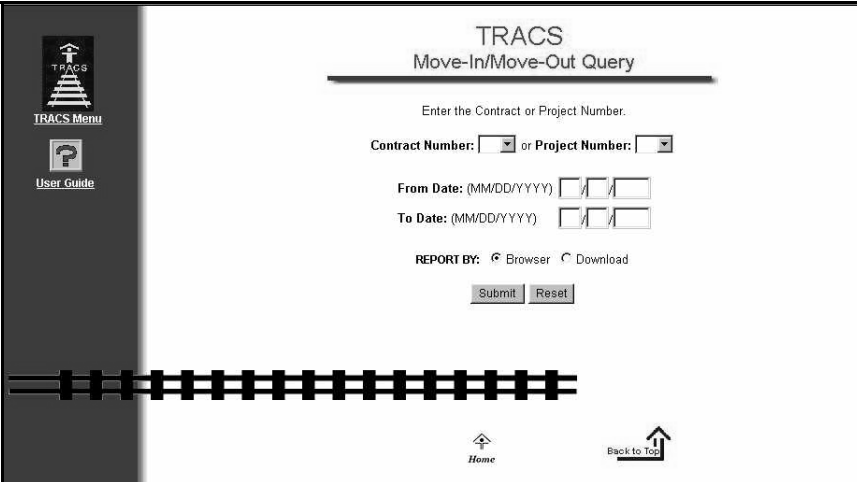

Figure 1. Move-In/Move-Out Query Screen

2. Select *Contract Number* or *Project Number.*

3. Enter *From Date* and *To Date (MM/DD/YYYY).*

4. Select *Report By: Browser* radio button.

5. Click on ⬛Submit⬛, and the **TRACS Move-In/Move-Out Report** screen (Figure 2) displays.

   OR

   Click on ⬛Reset⬛ to clear fields and enter different criteria.

? *Note: A screen displays allowing you to click on* [Please click here to view report] *to view the report, or* [<-GO BACK] *to return to query screen and view or edit previously entered search criteria.*
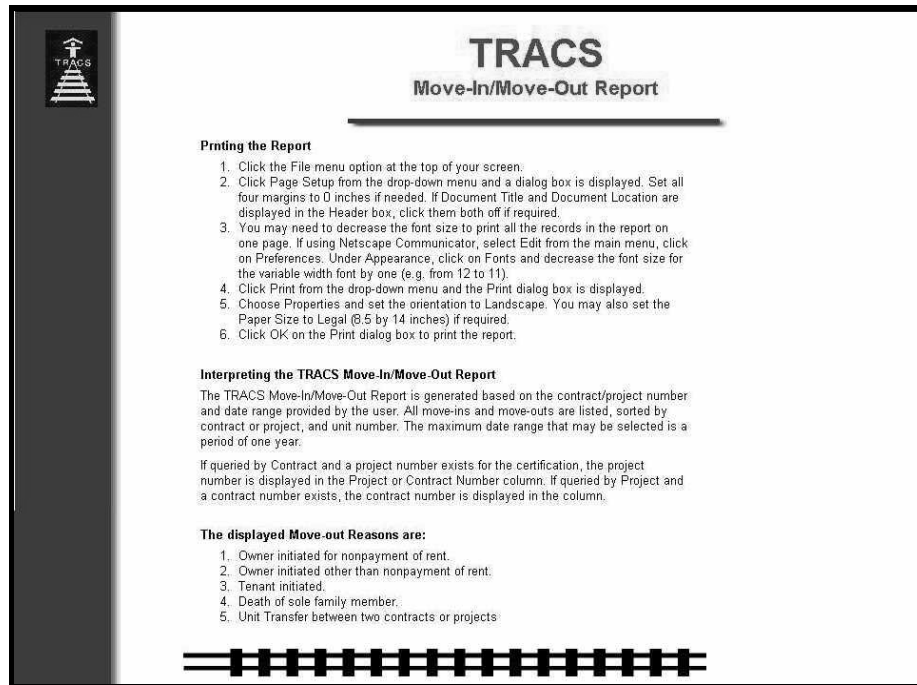

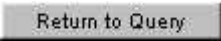**Figure 2. TRACS Move-In/Move-Out Report Screen**

Information on the Move-In/Move-Out Report is grouped by contract. All move-ins appear first, followed by all move-outs. The screen displays the *Contract Number, Date Range, Total Number of Move-ins*, and *Total Number of Move-outs* across the top of the report as a header. The reports displays *Project Number, Unit Number, Bedroom Count, Household Member Count, Move-in Date, Move-out Date, Move-out Reason, Head Tenant Name*, and *SSN*. An asterisk displayed in the *Move-in Date* or *Move-out Date* column indicates no Move-in or Move out information for the date range selected for the query.
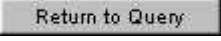
Within each grouping, the retrieved transactions are ordered by unit number within the indicated contract. The total number of move-ins and move-outs are displayed across the top of the screen.

The Interpreting and Printing this page link provides additional information for the Move-In/Move-Out Report. Clicking on this link displays the following screen of information (Figure 3).

Figure 3. TRACS Move-In/Move-Out Report Screen

6. Click on the browser's Back button to return to the **Move-In/Move-Out Report** screen.

7. Click on [Return to Query] to return to the **Move-In/Move-Out Query** screen.

If an incorrect *Contract Number* or *Project Number* is entered, or does not exist in the database, or no eligible certifications exist for the submitted date range, or no Move-In or Move-Out transactions exist for the submitted project/contract and date range, the following **Error** screen (Figure 4) displays. Click on [Return to Query] to return to the **Move-In/Move-Out Query** screen.
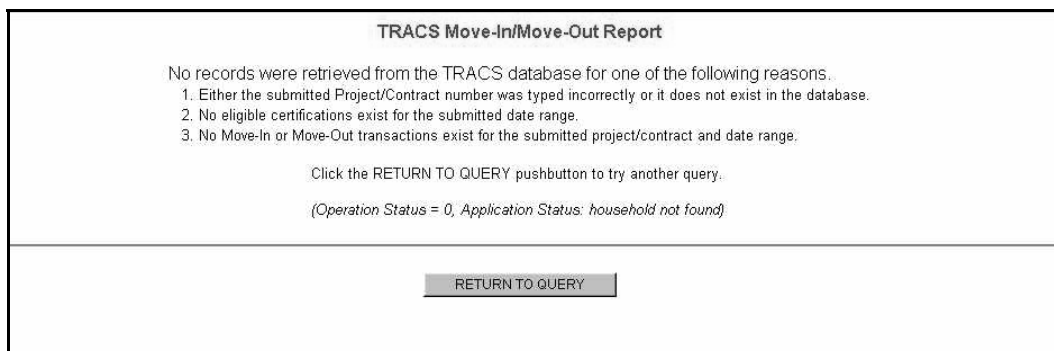
Figure 4. Error Screen

TRACS provides the capability for users to download Move-In/Move-Out Report information.

12.2   To download a Move-In/Move-Out Report:

1. From the **TRACS Move-In/Move-Out Query** screen, select either *Contract Number* or *Project Number.*

2. Enter *From Date* and *To Date (MM/DD/YYYY).*

3. Select *Report By: Download* option.

4. Click on <u>Submit</u>, and the **TRACS Move-In/Move-Out Report** download screen (Figure 5) displays.

U.S. Department of Housing and Urban Development
TRACS Move-In/MoveOut Report

<u>Please click here to download report.</u>

<-GO BACK

Figure 5. TRACS Move-In/Move-Out Report Download Screen

5. Click on the <u>Please click here to download report</u> link, and a security warning screen (Figure 6) displays.

   OR

   Click on <-GO BACK to return to query screen and view or edit previously entered search criteria.

Warning: There is a possible security hazard here.

Opening:
C05509530200005426659.rtf using WINWORD.EXE.

When you download a file from the network, you should be aware of security considerations.

A file that contains malicious programming instructions could damage or otherwise compromise the contents of your computer.

You should only use files obtained from sites that you trust.

What do you want to do with this file?
- ☐ Open it
- ☑ Save it to disk

☑ Always ask before opening this type of file

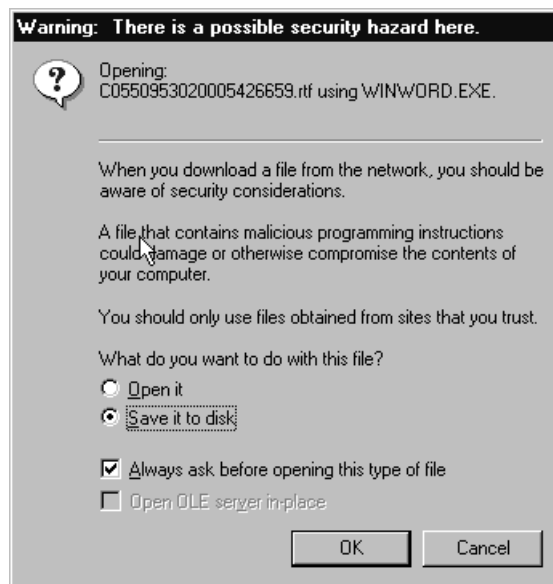☐ Open OLE server in-place

OK   Cancel

Figure 6. Security Warning

6. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names.* An example of an ASCII file is displayed as Figure 7.

```
Project Number, Unit Number, Bedroom Count, Household Member Count, Move In
Date, Transaction Effective Date, Move Out Reason, Head Tenant Last Name, Head
Tenant First Init, Head Tenant Middle Init, Head Household ID Code
044EH100,104,0,1,10/2/2001,*,,SHEPARD,ALMA,,382303968
044EH100,104,0,1,10/2/2001,*,,SHEPARD,ALMA,,382303968
```

Figure 7. ASCII File